

## Michigan Department of Education Office of Special Education &amp; Early Intervention Services

**FULL APPROVAL FOR TEACHER CONSULTANT****Policy & Criteria****POLICY**

1. Teacher consultant approval is granted to a teacher with a valid Michigan teaching certificate and full endorsement in one of the following areas: learning disabled, emotionally impaired, mentally impaired, visually impaired, hearing impaired, physically and otherwise health impaired and autistic.
2. Private school teaching experience is recognized by the Department of Education in meeting the one year of required teaching experience that is not required to be in a special education classroom. Private school teaching experience will not suffice for the two years of required special education classroom teaching experience.
3. Substitute teaching in regular or special education is acceptable in meeting the teaching experience requirements.
4. Teacher consultant approval is not granted to teachers in private schools and other agencies not included in the definition of special education programs and services in the school code of 1976, section 380.6(7).
5. Teacher consultant approval is specific to the category of endorsement. Application for teacher consultant approval may be made for each area of special education endorsement listed in item#1 above.
6. A request for approval must be received by the Michigan Department of Education during the school year (July 1 to June 30) in which the effective date applies. Approval requests received after June 30 of the applicable school year will not be processed.
7. Teacher consultant approval does not expire and is transferable from one employer to the next.
8. Teacher consultant approval is effective from the beginning of the school year in which it is requested or the date that the training requirements were completed, whichever is later.

**CRITERIA**

1. The candidate must hold a valid Michigan teaching certificate showing a special education endorsement in the category in which the teacher consultant approval is requested. The special education endorsement must be in one of the following areas: Autistic impaired, mentally impaired, emotionally impaired, learning disabled, hearing impaired, visually impaired, and physically and otherwise health impaired.
2. The candidate must provide documentation of an earned master's degree in education or a field of study related to special education.
3. The candidate must have completed a minimum of 3 years of satisfactory teaching experience, not less than 2 years of which shall be in teaching handicapped persons in a special education classroom.
4. The employing superintendent or designee, must provide evidence that the candidate has demonstrated knowledge and competence in all of the following areas:
  - Interpersonal relations
  - Consultation skills
  - Specialized instructional methods
  - Effective time and classroom management techniques
  - Educational diagnostic techniques
  - Problem solving/conflict resolution techniques
  - Problem solving/conflict resolution techniques
  - Team planning and implementation processes
  - Organizational theory and group dynamics

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### **Policy & Criteria**

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## **PROCEDURES**

### **The employer (LEA/ISD/State Agency -Facility) must:**

1. Initiate the request by completing the Full Approval for Teacher Consultant form including documentation of competencies as described on page 2 of the form. The following **MUST** be completed:
  - Candidate and Assignment information (ISD will complete code numbers) See Policy #6.
  - Questions 1-5. (Attach documentation)
2. Forward all information to ISD; retain a copy for your records.

### **The ISD will:**

1. Determine if the request is accurate and complete.
2. Submit request via First Class to MDE-OSE/EIS.

### **MDE-OSE/EIS will:**

1. Review request electronically.
2. Make an approval decision.
3. Send letter of approval to the ISD

### **The ISD will:**

1. Retain a copy of the approval letter. Distribute the appropriate copies to the local school district and to the candidate.
2. Maintain the personnel inventory so that the SE-4096 and the DS-4061 forms can be properly completed.